

<b>REQUEST FOR QUOTATION</b> (THIS IS NOT AN ORDER)		SET ASIDE <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT		TYPE: SB		PAGE 1 OF PAGES 8	
1. REQUEST NO. DTFANM-12-Q-00901		2. DATE ISSUED 12/1/2011		3 REQUISITION/PURCHASE REQUEST NO. AL-12-00058		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG.1 →	
5a. ISSUED BY						6. DELIVER BY (Date)	
5B. FOR INFORMATION CALL (NO COLLECT CALLS)						7. DELIVERY OTHER <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> (SEE SCHEDULE)	
NAME  KEVIN O'HARA		TELEPHONE NUMBER AREA CODE 425 NUMBER 227-2869		9. DESTINATION a. NAME OF CONSIGNEE FAA			
8. TO BE COMPLETED BY QUOTER:						b. STREET ADDRESS 1601 LIND AVE SW	
a. NAME		b. COMPANY				c. CITY RENTON	
c. STREET ADDRESS						d. STATE WA	
d. CITY		e. STATE		f. ZIP CODE		e. ZIP CODE 98057	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 12/14/2011		<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
<b>11. SCHEDULE (Include applicable Federal, State and local taxes)</b>							
ITEM NO. (a)	SUPPLIES/SERVICES (b)			QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	AIRCRAFT CHARTER FROM ANCHORAGE TO NIKOLSKI, ALASKA (SEE ATTACHED SCOPE OF WORK) NOT INCLUDING LAYOVER TIME			6	R/T		
2	GROUND LAYOVER TIME  LIST TYPE OF AIRCRAFT TO BE USED:  _____  _____			30	HR		
12. DISCOUNT FOR PROMPT PAYMENT OFFERED		a. 10 CALENDAR DAYS (%) 0	b. 20 CALENDAR DAYS (%) 0	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE		
<b>NOTE:</b> Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.							
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER				16. SIGNER			
b. STREET ADDRESS							
c. COUNTY				a. NAME (Type or print)		b. TELEPHONE	
d. CITY				e. STATE		f. ZIP CODE	
				c. TITLE (Type or print)		NUMBER	

## **Statement of Work and Minimum Qualifications**

### **Aircraft Charter Services Anchorage to Nikolski, AK**

#### **1. BACKGROUND**

- (a) The Federal Aviation Administration (FAA) Fairbanks District Bering Sea Systems Service Center (BER SSC) provides preventative and restorative maintenance work on the National Airspace System (NAS) at various locations along the Aleutian Islands, including Nikolski, AK. The FAA maintains a Satellite Communications, and Radio Communications Air/Ground systems at Nikolski.
- (b) The FAA BER SSC currently has a need for a contractor to provide aircraft charter services round trip from Anchorage to Nikolski, AK due to unreliable scheduled air services between Dutch Harbor and Nikolski. The aircraft charter service is to include all incidentals affiliated with making a chartered flight.
- (c) The FAA has authorized the following persons to schedule a chartered flight:

Gary Grant  
Andrew Riffe  
Kevin Phillips

#### **2. SCOPE OF WORK**

- (a) The contractor shall provide chartered fixed-wing aircraft (Beechcraft 1900 or equivalent capacity) and crew for the use of the FAA BER SSC, for three (3) to six (6) passengers plus cargo. Expected cargo consists of tools, electronic parts and equipment required to maintain the site.
- (b) The FAA will provide at least 24 hour notice for charter service during unscheduled outages at the site, and 72 hours for trips involving scheduled periodic maintenance. It is understood that weather is a determining factor in all travel plans. The FAA point of contact (POC) and chartered flight crew will work together to determine if the flight can be conducted safely.
- (c) Charters will consist of departure from Anchorage, Alaska, and flying round trip to Nikolski, AK, with 4 to 6 hours of ground time holding until the FAA employees are finished with their maintenance work and ready for the return flight to Anchorage. Once on the ground at Nikolski, if the flight crew later determines that developing weather jeopardizes a safe return trip, FAA maintenance personnel will stop assigned tasks as soon as possible and return to Anchorage. It is not anticipated that the air crew or FAA personnel will be required to remain at Nikolski overnight. However, if an overnight stay becomes necessary, the FAA will pay actual incurred costs for lodging, meals, and incidental expenses, in accordance with FAA AMS T3.3.2

Contract Cost Principles. These costs will be allowable only to the extent they do not exceed the maximum per diem rates in effect at the time of travel. The Contractor will be required to submit receipts for such expenses to the Contracting Officer.

- (d) The estimated number of trips from Anchorage to Nikolski in a 12 month period is 5-7 trips. The actual number may be more or less, depending on requirements.
- (e) The Contractor must strictly comply with Federal Aviation Regulations (FAR) at all times.
- (f) If the weather prevents landing at Nikolski after departing Anchorage, the Contractor will invoice the FAA for the actual time incurred during the flight.

### 3. QUALIFICATIONS

The Contractor must provide documentation showing they are the holder of an air carrier or operating certificate issued under Federal Aviation Regulations and the pilot-in-command must have a minimum of three (3) years' experience operating aircraft in Alaska, including flights in and out of Nikolski. The FAA reserves the right to request additional evidence of flight experience should the submitted documents show insufficient evidence.

### 4. INSURANCE

The Contractor shall maintain aircraft public and passenger liability insurance with coverage of at least **\$500,000** per person and **\$1,000,000** per occurrence for bodily injury other than passenger liability, and **\$250,000** per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least **\$500,000** multiplied by the number of seats or passengers, whichever is greater. Proof of insurance must be submitted with the signed offer.



### **3.2.2.5-1 Terms and Conditions-Simplified Purchases (Services and Supplies) (October 2011)**

(a) 3.1-1 Clauses and Provisions Incorporated by Reference (October 2011) This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

- 3.1.7-2 Organizational Conflicts of Interest (August 1997)
- 3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (May 2011)
- 3.2.5-1 Officials Not to Benefit (April 1996)
- 3.2.5-3 Gratuities or Gifts (January 1999)
- 3.2.5-4 Contingent Fees (October 1996)
- 3.2.5-5 Anti-Kickback Procedures (October 2010)
- 3.2.5-8 Whistleblower Protection for Contractor Employees (April 1996)
- 3.3.1-1 Payments (April 1996)
- 3.3.1-15 Assignment of Claims (April 1996)
- 3.3.1-33 Central Contractor Registration (January 2008)
- 3.3.1-34 Payment by Electronic Funds Transfer/Central Contractor Registration (February 2009)
- 3.3.2-1 FAA Cost Principles (October 1996)
- 3.6.1-7 Limitations on Subcontracting (July 2008)
- 3.6.2-8 Affirmative Action Compliance (April 1996)
- 3.6.2-9 Equal Opportunity (August 1998)
- 3.6.2-13 Affirmative Action for Workers With Disabilities (October 2010)
- 3.6.2-38 Certification of Knowledge Regarding Child Labor End Products (July 2007)
- 3.6.2-39 Trafficking in Persons (January 2008)
- 3.6.3-16 Drug Free Workplace (February 2009)
- 3.6.4-2 Buy American Act-Supplies (July 2010)
- 3.6.4-10 Restrictions on Certain Foreign Purchases (January 2010)
- 3.9.1-1 Contract Disputes (October 2011)
- 3.9.1-2 Protest After Award (August 1997)
- 3.9.1-3 Protest (October 2011)
- 3.10.1-7 Bankruptcy (April 1996)
- 3.10.1-25 Novation and Change-of-Name Agreements (October 2007)
- 3.13-4 Contractor Identification Number-Data Universal Numbering (DUNS) Number (April 2006)
- 3.13-5 Seat Belt Use by Contractor Employees (January 1999)
- 3.13-13 Contractor Policy to Ban Text Messaging While Driving (February 2011)

(b) The Contractor shall comply with the following additional AMS clauses, incorporated by reference, unless the circumstances do not apply:

- 3.1.7-6 Disclosure of Certain Employee Relationships (July 2009)
- 3.2.5-7 Disclosure Regarding Payments to Influence Certain Federal Transactions (October 2010)
- 3.3.1-24 Fast Payment Procedures (October 1996)
- 3.6.2-2 Convict Labor (April 1996)
- 3.6.2-3 Walsh-Healey Public Contracts Act Representation (October 2010)
- 3.6.2-4 Walsh-Healey Public Contracts Act (October 2010)
- 3.6.2-5 Certification of Nonsegregated Facilities (February 2009)
- 3.6.2-12 Equal Opportunity for Veterans (February 2011)
- 3.6.2-14 Employment Reports on Veterans (February 2011)
- 3.6.2-28 Service Contract Act of 1965, as Amended (October 2010)

## 3.6.2-31 Fair Labor Standards Act and Service Contract Act-Price Adjustment (April 1996)

(c) The Contractor shall comply with the following AMS provisions or clauses that the Contracting Officer has indicated as being incorporated by reference:

- ☐ 3.6.3-13 Recycle Content and Environmentally Preferable Products (April 2009)
- ☐ 3.6.3-20 IEEE 1680 Standard for the Environmental Assessment of Personal Computers (January 2011)
- ☐ 3.6.3-20 Alternate I IEEE 1680 Standard for the Environmental Assessment of Personal Computers (January 2011)
- ☐ 3.10-1-8 Suspension of Work (August 1998)
- X ☐ 3.10.1-9 Stop Work Order (October 1996)
- ☐ 3.10.1-9 Stop Work Order, Alternate I (October 1996 )
- ☐ 3.10.1-10 Stop Work Order-Facilities (June 1999)
- ☐ 3.10.1-11 Government Delay of Work (April 1996)
- X ☐ 3.10.1-12 Changes-Fixed Price (April 1996)
- X ☐ 3.10.1-12 Changes-Fixed Price, Alt I (April 1996)
- ☐ 3.10.1-12 Changes-Fixed Price, Alt II (April 1996)
- ☐ 3.10.1-12 Changes-Fixed Price, Alt III (April 1996)
- ☐ 3.10.1-12 Changes-Fixed Price, Alt IV (April 1996)
- ☐ 3.10.1-12 Changes-Fixed Price, Alt V (April 1996)
- ☐ 3.10.1-13 Changes-Cost-Reimbursement (April 1996)
- ☐ 3.10.1-13 Changes-Cost-Reimbursement, Alt I (April 1996)
- ☐ 3.10.1-13 Changes-Cost-Reimbursement, Alt II (April 1996)
- ☐ 3.10.1-13 Changes-Cost-Reimbursement, Alt III (April 1996)
- ☐ 3.10.1-13 Changes-Cost-Reimbursement, Alt IV (April 1996)
- ☐ 3.10.1-13 Changes-Cost-Reimbursement, Alt V (April 1996)
- ☐ 3.10.1-26 Contractor Performance Assessment Reporting System (July 2011)
- X ☐ 3.10.6-1 Termination for Convenience of the Government (Fixed-Price) (October 1996)
- ☐ 3.10.6-2 Termination for Convenience of the Government (Educational and Other Nonprofit Institutions) (October 1996)
- ☐ 3.10.6-3 Termination (Cost-Reimbursement) (October 2011)
- ☐ 3.10.6-3, Alt I Termination (Cost-Reimbursement) Alternate I (October 1996)
- ☐ 3.10.6-3, Alt II Termination (Cost-Reimbursement) Alternate II (January 1998)
- ☐ 3.10.6-3, Alt III Termination (Cost-Reimbursement) Alternate III (October 1996)
- ☐ 3.10.6-3/alt4 Termination (Cost-Reimbursement) Alternate IV (October 1996)
- ☐ 3.10.6-3/alt5 Termination (Cost-Reimbursement) Alternate V (October 1996)
- X ☐ 3.10.6-4 Default (Fixed Price Supply and Services) (October 1996)
- ☐ 3.10.6-5 Default (Fixed-Price Research and Development) (October 1996)
- ☐ 3.10.6-6 Default (Fixed Price Construction) (October 1996)
- ☐ 3.10.6-7 Excusable Delays (October 1996)

(d) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)



**PAYMENTS:**

The Contractor shall submit invoices for the services performed to the following address:

Federal Aviation Administration  
Att: Mike Austin, ANM-52  
1601 Lind Ave. SW  
Renton, WA 98057

Note: PDF copies of invoices may be emailed to the ACO in lieu of sending hard copies by postal courier.

**INVOICE PROCEDURE:**

Invoices submitted by the Contractor should include, at a minimum, the Contractor's name and address, the contract number, the date that service was performed, a description of the services provided including quantities, and the name of the FAA POC that ordered the services.

**CONTRACT ADMINISTRATION:**

The Contracting Officer (CO) and Administrative Contracting Officer (ACO) are the only authorized persons to take action on behalf of the Government regarding modifications of contract terms, conditions, requirements, specifications and delivery schedule.

It is the responsibility of the Contractor to notify the CO or ACO immediately if a request for services is made that does not appear to conform to the scope of the contract.

CO: Kevin O'Hara, phone 425-227-2869, [kevin.o'hara@faa.gov](mailto:kevin.o'hara@faa.gov)

ACO: Mike Austin, phone 425-227-1282, [mike.austin@faa.gov](mailto:mike.austin@faa.gov)

**NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM CODE (NAICS) AND SMALL BUSINESS SIZE STANDARD:**

This acquisition is a 100% Small Business Set-Aside. The NAICS Code for this acquisition is 481211 – Nonscheduled Chartered Passenger Air Transportation, which has a size standard of 1,500 employees. The size standard is the largest that a for-profit concern can be and still qualify as a small business for Federal Government Small Business Set-Aside acquisitions.

**OFFER SUBMISSION:**

Complete and sign the Request for Quotation form (SF-18), Business Declaration form, and include required documentation for both Qualifications and Insurance. Send to:

DOT/FAA  
Att: Mike Austin, ANM-52  
1601 Lind Ave SW  
Renton, WA 98057

Deadline for offers is close of business Wednesday December 14, 2011

**EVALUATION FACTORS FOR AWARD:**

The FAA will award a 12-month contract resulting from this solicitation to the responsive, responsible Small Business offeror who meets the FAA requirements as specified and offers the lowest priced technically acceptable quote.

## **BUSINESS DECLARATION**

Tax Identification  
No.:

1. Name of Firm: \_\_\_\_\_
2. Address of Firm: \_\_\_\_\_
3. Telephone Number of Firm: \_\_\_\_\_
4. a. Name of Person Making Declaration \_\_\_\_\_
- b. Telephone Number of Person Making Declaration \_\_\_\_\_
- c. Position Held in the Company \_\_\_\_\_
5. Controlling Interest in Company ("X" all appropriate boxes)
- ☐ a. Black American      ☐ b. Hispanic American      ☐ c. Native American      ☐ d. Asian American
- ☐ e. Other Minority (Specify) \_\_\_\_\_ ☐ f. Other (Specify) \_\_\_\_\_
- ☐ g. Female    ☐ h. Male    ☐ i. 8(a) Certified (Certification letter attached)    ☐ j. Service Disabled Veteran Small Business
6. Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
- ☐ a. Yes      ☐ b. No      (If "NO," provide the name and telephone number of the person who has this authority.) \_\_\_\_\_
7. Nature of Business (Specify all services/products (NAIC)) \_\_\_\_\_
8. (a) Years the firm has been in business: \_\_\_\_\_ (b) No. of Employees \_\_\_\_\_
9. Type of Ownership:      ☐ a. Sole Ownership      ☐ b. Partnership
- ☐ c. Other (Explain) \_\_\_\_\_
10. Gross receipts of the firm for the last three years:
- |                         |                           |                           |
|-------------------------|---------------------------|---------------------------|
|                         | a.1. Year Ending: _____   | b.1. Gross Receipts _____ |
| a.2. Year Ending: _____ | b.2. Gross Receipts _____ | a.3. Year Ending: _____   |
|                         |                           | b.3. Gross Receipts _____ |
11. Is the firm a small business? ☐ a. Yes      ☐ b. No
12. Is the firm a service disabled veteran owned small business? ☐ a. Yes      ☐ b. No
13. Is the firm a socially and economically disadvantaged small business? ☐ a. Yes      ☐ b. No

***I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING  
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.  
I AM AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS  
OF 18 USCS 1001.***

14. a. Signature \_\_\_\_\_ b. Date: \_\_\_\_\_

c. Typed Name \_\_\_\_\_ d. Title: \_\_\_\_\_